

# **CERTIFICATION OF PUBLICATION**

## **CITY OF BALTIMORE OFFICE OF BOARDS AND COMMISSIONS PUBLIC NOTICE PROCUREMENT OF CONSULTANT SERVICES**

### **PROJECT #936 – CHARLES STREET STREETScape (MADISON AVENUE TO NORTH AVENUE)**

The City of Baltimore, Office of Boards and Commissions, has been requested by the Office of Transportation to certify the qualifications of engineering firms to Highway Engineering Services.

The scope of services will include, but is not limited to, roadway improvement, streetscaping, storm drainage, water and wastewater, pavement marking, landscaping, traffic control and other related civil tasks. The consultant must also be familiar with preparation of the necessary contract specifications and cost estimates for the project.

The interested firms must possess experience in Civil, Utility and Traffic Engineering and Streetscaping/Landscaping. Consultants must be familiar with Baltimore City and State design criteria and specifications.

Project design fees have been estimated at \$200,000. Duration of professional services contract is estimated to be nine (9) months. One consultant will be awarded a contract.

Should you have any questions in this matter, please contact Mr. Dennis Howland at (410) 396-6816.

Firms interested in submitting a proposal for this Project shall address a "Letter of Interest" to the Office of Boards and Commissions, Room 601 Charles L. Benton, Jr. Building, 417 East Fayette Street, Baltimore, Maryland 21202 (FAX (410) 625-4667).

Each prime consultant applying for this Project will be required to complete and submit an original Federal Form 255, along with **five (5)** copies, to the Office of Boards and Commissions. The Federal Form 255 and the five copies must be submitted on or before 12:00 P.M. (Noon) on 8-19-2002. Submittals may not be accepted after this deadline.

All architectural, engineering, and surveying firms listed in the specific proposal for the Project must be prequalified by the Office of Boards and Commissions for each applicable discipline at time of submittal for this Project.

It is the policy of the City of Baltimore to promote equal business opportunity in the City's contracting process. Pursuant to Article 5, Subtitle 28 of Baltimore City Code (2000 Edition) – Minority and Women's Business Program, Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) participation goals apply to this contract.

The MBE goal is 13%

The WBE goal is 4%

Both the proposed Minority and Women's Business Enterprise firms must be named and identified as an MBE or WBE within Item 6 of the Standard Form (SF) 255 in the spaces provided for identifying outside key consultants/associates anticipated for utilization for this project.

Any submittals that do not include the proper MBE/WBE (in some instances DBE) participation will be disapproved for further consideration for this project.

## **Verifying Certification**

Each firm submitting a SF 255 for consideration for a project is responsible for verifying that all MBEs and WBEs to be utilized on the project are certified by the Minority and Women's Business Opportunity Office (MWBOO) prior to submitting the proposal. A directory of certified MBEs and WBEs is available from MWBOO. Since changes to the directory occur daily, firms submitting SF 255s should call MWBOO at (410) 396-4355 to verify certification, expiration dates and services that the MBE or WBE is certified to provide.

### Non-Affiliation

A firm submitting a proposal may not use an MBE or WBE to meet a contract goal if:

1. The firm has a financial interest in the MBE or WBE
2. The firm has an interest in the ownership or control of the MBE or WBE
3. The firm is significantly involved in the operation of the MBE or WBE (Article 5 subtitle 28-41).

A firm submitting as a prime consultant that fails to comply with the requirements of Article 5, Subtitle 28 of Baltimore City Code when executing a contract is subject to the following penalties: suspension of a contract; withholding of funds; rescission of contract based on material breach; disqualification as a consultant from eligibility to provide services to the City for a period not to exceed 2 years; and payment for damages incurred by the City.

A resume for each person listed as key personnel and/or specialist, including those from MBE and WBE must be shown on the page provided within the application.

Please be advised that for the purpose of reviewing price proposals and invoices, the City of Baltimore defines a principal of a firm as follows:

*A "Principal" is any individual owner, partner of a partnership, shareholder of a Sub-Chapter "S" Corporation, or an officer/director of any Corporation.*

Out-of-State Corporations must identify their corporate resident agent within the application.

Firms will not be considered for a specific project if they apply as both a sub-consultant and prime consultant.

The applications for this Project (Form 255) cannot be supplemented with any additional information such as graphs, photographs, organizational chart, etc. Applications should simply be stapled in the upper left-hand corner. Cover sheets should not be included. Inclusion and/or submittal of additional material will result in the applicant being disqualified from consideration for this project.

Failure to follow directions of this advertisement or the application may cause disqualification of the submittal.

Robert B. MacLeod  
Executive Secretary

Issue of: 8-5-02

Afro-American  
Baltimore Sun  
Daily Record  
The Baltimore Times